

EXAMPLE STANDARD FORM 44

U.S. GOVERNMENT PURCHASE ORDER-INVOICE-VOUCHER			
DATE OF ORDER <i>Date Paid</i>	ORDER NO <i>1</i>		
PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State) <i>Seller's name and address</i>			
FURNISH SUPPLIES OR SERVICES TO (Name and address)* <i>Purchasing unit's name and address</i>			
SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
<i>Items must be itemized or the itemized invoice must be attached</i>			
hammer	2	2	\$4.00
nails	6	0.1	\$0.60
AGENCY NAME AND BILLING ADDRESS * <i>Finance Office name and address</i>		TOTAL \$4.60	
DISCOUNT TERMS % DAYS		DATE INVOICE RECEIVED	
ORDERED BY (Signature and title) <i>FOO's signature and title</i>			
PURPOSE AND ACCOUNTING DATA <i>Accounting Classification from PRC</i>			
PURCHASER- To sign below for over-the-counter delivery of items			
RECEIVED BY <i>Authorized Receiver Signature</i>			
TITLE <i>Self expl</i>		DATE <i>date rec</i>	
SELLER- Please read instructions on Copy 2			
<input type="checkbox"/> PAYMENT RECEIVED \$		<input type="checkbox"/> PAYMENT REQUESTED \$	
NO FURTHER INVOICE NEED BE SUBMITTED			
SELLER BY <i>seller's signature</i> (Signature)		DATE <i>date sold</i>	
I certify that this account is correct and proper for payment in the amount of \$		DIFFERENCES	
(Authorized certifying officer)		ACCOUNT VERIFIED	
		CORRECT FOR	
PAID BY <input type="checkbox"/> CASH		DATE PAID	
OR (Check No)		VOUCHER NO	
PLEASE INCLUDE ZIP CODE			
1. SELLER'S INVOICE STANDARD FORM 44a (Rev. 10-83) PRESCRIBED BY GSA (See Instructions on Copy 2) FAR (48 CFR) 53.213(c)			

← increment by one for each SF44

Amounts should be listed in the applicable currency terms
EURO or US

Paing Agent ensures totals

EURO or US

amount of payment

Class A Agent fills out and signs

Put the exchange rate if applicable.
List the US value